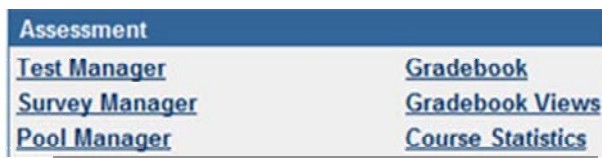


Creating Surveys in Assessments

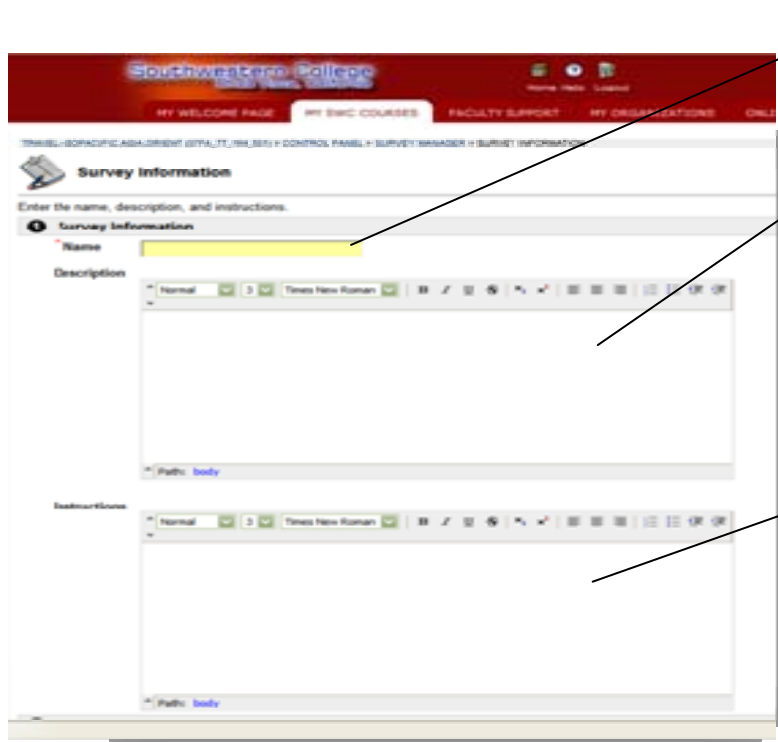
A survey is a series of questions an instructor presents to students. The purpose of the survey can perform opinion polls or administer course evaluations. The survey option creates assessments that record answers anonymously. Use this when you want to perform opinion polls or course evaluations. Survey results are non-graded and anonymous.

Step 1: Click on the **Survey Manager** link in *Assessment* area of Control Panel.



Step 2: Click the **Add Survey** icon.  Add Survey


Step 3: Type the **Name** of the Survey and a **description**. When finished **click submit**



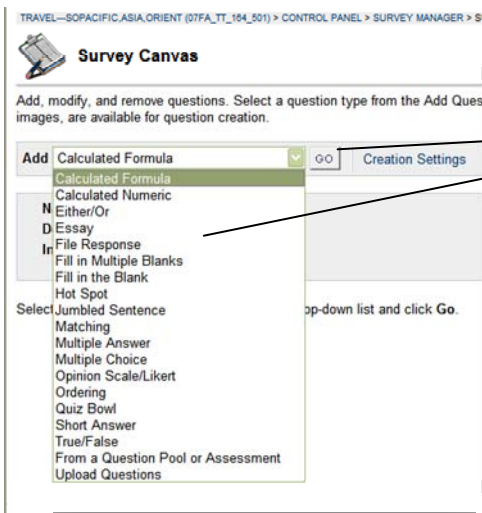
Enter the name of the survey This title should be as clear as possible

Enter the description of the survey. The students will see the description under the link to the survey after you make the survey available

The instructions should be **concise and clear**. This is what the **student will see** when they take the survey

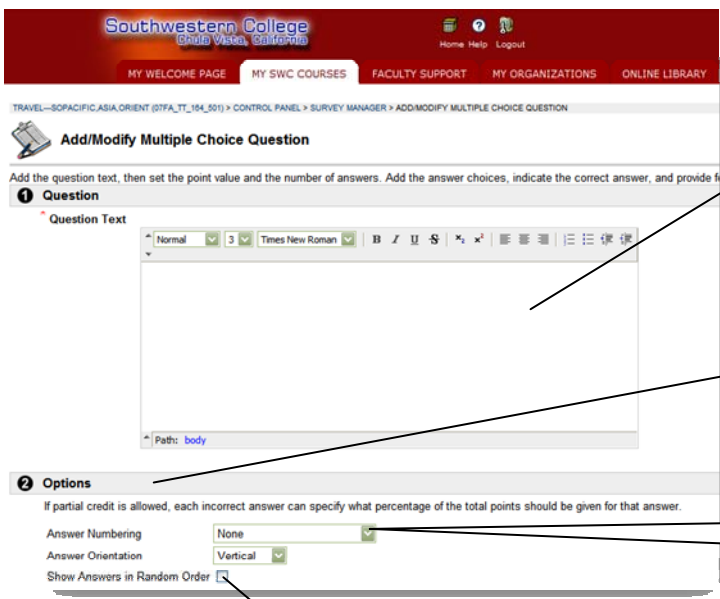
Step 4: When finished **click submit**  you will now go to the other steps to finish the survey

Step 5: Choose the type of question you want to add and click go



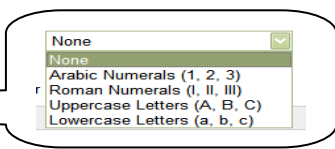
For more information on the types of questions, see the tip sheet **Formatting Test Questions**

Step 6: Type the Question



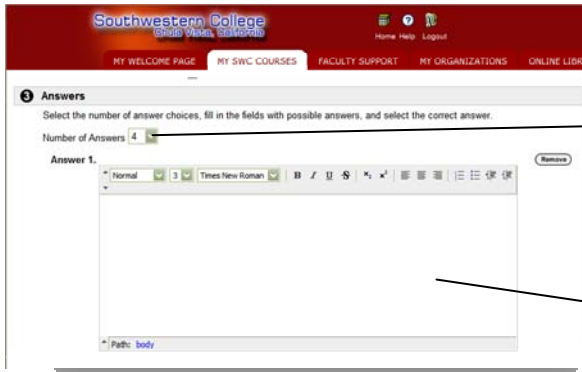
Every type of question will have the same box for typing the question.

Choose your options for your survey



Choose this box if you want to show answers to this question in a **random order** each time a student access it.

Step 7: Select the **# of possible answers**, and type the answers.
Remember: Surveys do not have correct answers.



Select the number of possible answers the question may have. If the question is true/false, or short answer, this option will not apply.

Type your possible answers in the box. If it is a fill in the blank, you will be asked for possible correct answers.

Step 9: Click **Submit**

Step 10: To add more questions, choose the type of question and click the “Add Question Here” link. Follow Steps 6-10 for every question you want to add.



To edit an item (instructions, or question) click on **Modify** button

To make the Survey available for students see the Tip Sheet ***Making a Survey Available for Students***